

**Type of Event**

- ☐ Special Event Permit
☐ Temporary Outside Sales Permit
☐ Temporary Promotional Signage

Applicant Information

Applicant Name: _____

Applicant Address: _____

Contact: _____ Phone: _____

Applicant's interest in property:

☐ Property Owner ☐ Rent☐ Other: _____**Reason for Event (select one)**

- ☐ Grand Opening
☐ Change of Ownership or Lessee
☐ Change of Business Address
☐ Business Anniversary

General Event Information

Business Name: _____

Business Location/Address: _____

Business License #: _____ APN #: _____

Beginning Date: _____ Hours: _____

Ending Date: _____

Describe the layout, hours, and activities of the event. A site plan must be submitted with this application showing the layout of the lot, buildings, parking and proposed location of the event and signs.

Temporary Sign Information ☐ (Check if N/A)**Number & type of signage:**

_____ Banner _____ Window _____ I-Frame _____ A-Frame _____ Other: _____

Size:

	Length	Overall Height	Square Feet	Building Face Square Feet
Sign 1:	_____	_____	_____	_____
Sign 2:	_____	_____	_____	_____

Please submit a drawing of proposed signs indicating sign size, copy, color and materials.

Date of installation: _____ Date of removal: _____

Authorization

Print applicant name: _____

Applicant Signature: _____ **Date:** _____

(If applicant is not the property owner, the property owner's authorization signature is required to process this request.)

Print property owner name: _____

Property Owner Signature: _____ **Date:** _____**STAFF USE ONLY****Permit #:** _____ **Date Submitted:** _____ **Taken By:** _____

Site Plan (Planning) Approved by: _____ Date: _____

Fire Department Approved by: _____ Date: _____

Police Department Approved by: _____ Date: _____

Traffic Division Approved by: _____ Date: _____

Staff comments & conditions: _____

OR Reason for DISAPPROVAL: _____

Disapproved by: _____ Date: _____